

Oct. 26, 1970

Possible Fine Arts Commission Initiatives

1. Building Signs. Develop a recommended system of standards and procedures for building signs. Recommend solutions to special sign problems.
2. Seminars. Conduct seminars on topics of interest to Commission members and others. Topics: development of a "corporate" design plan, purpose and design of signs, effective use of color, office landscaping, exhibit techniques, lighting, etc.
3. Semi-Public Areas. Study and recommend ways to enhance appearance of areas such as classrooms, sub-corridors, conference rooms.
4. Office Greenery. Study feasibility of Agency providing plants for individual offices. Recommend a program if feasible.
5. Central Court Landscaping. Employ landscape designer to propose a planting design for the interior central court.
6. Front Lawn. Propose alternatives to the rectangular grass plot at the main entrance to Headquarters (plantings, fountain?).
7. Office Landscaping. Recommend guidelines for Agency use of modular furniture and the open office concept. Visit organizations to discuss their experience.
8. Employee Relations. Institute a variety of methods to take into account rank-and-file employee views in Commission deliberations and to get our message to the employees.
9. Office Carpeting. Study feasibility of using carpeting in more office areas.
10. Building Interior Lighting. Review current energy-saving lighting policy. Recommend improved lighting where appropriate.